



BOARD OF TRUSTEES MEETING  
Centralia Timberland Library  
110 S. Silver Street  
Centralia, WA 98531  
Wednesday, August 22, 2018  
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Jenna Noll, Joe Wheeler, Brian Zylstra

BOARD MEMBERS EXCUSED: Hal Blanton, Brenda Hirschi, Corby Varness

STAFF PRESENT: Cheryl Heywood, Allison Grubbs, LG Nelson, Josh Jordan, Jeff Kleingartner, Eric Lowell, Susan Faubion, and Brenda Lane; recorder

President Zylstra welcomed everyone to Centralia and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

1. Bob Hall led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

18-29 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JOE WHEELER SECONDED. MOTION APPROVED.

4. Correspondence – None.
5. Public Comments – None.
6. Board Comments – Trustee Hall commented about some changes on the new website. President Zylstra gave a shout out to the Chehalis Library

and their great air conditioning! He visited the library during the recent heatwave and enjoyed the peace and quiet while keeping cool.

7. Director's Report - Cheryl Heywood

a. Cheryl highlighted the following items:

- Congratulated and thanked Winlock Manager Jamie Allwine, who will be leaving TRL for a new position, for her many years of service.
- Thanked the website redesign team for their work on the new website.
- Reminded the Board that they are invited to the 2018 All Staff Training Retreat, September 12, at the Great Wolf Lodge.
- Announced that ALA mid-winter conference is January 25-29 and has a Board of Trustees component. Members are invited to attend. Let staff know if you are planning to attend.
- Shared that in the Board packet is a copy of the staff comments from the Financial Overview document.

b. Department Reports –

- Trustee Wheeler asked how come the insurance has gone up so much. Eric shared that the rate has been fairly consistent and we should have a solid number in October.
- Question on how the public response has been for the new redesigned website. Josh shared that input has been mostly positive.

8. Financial and Voucher Report – Eric presented the financial statements for review.

9. Consent Agenda - Motion for approval.

18-30 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JULY 25, 2018 BOARD MEETING; PAYROLL VOUCHERS #59303 THROUGH #59650 IN THE AMOUNT OF \$990,028.59 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$710,300.60 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$228,552.63 FOR A GRAND TOTAL OF \$1,928,881.82; EXPENSE VOUCHERS #32096 THROUGH #32365 AND EFT #00611

THROUGH EFT #00646 IN THE AMOUNT OF \$485,469.62. BOB HALL  
SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business
  - a. Action Plan – will be emailed to the Board by this Friday.
  - b. Staff Survey – results were shared for review.
11. New Business - None
12. Committee Reports – None.
13. Final Board Comments – President Zylstra thanked the Centralia staff and Library Manager Susan Faubion for her leadership.
14. Future Agenda Items - None.
15. Executive Session pursuant to RCW 42.30, if needed or called for – None.
16. Adjournment –At 5:48 p.m., with no further business, President Zylstra adjourned the meeting.

  
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Brian Zylstra, President

  
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Cheryl Heywood, Secretary